

City of Milpitas-Recreation Services

SPECIAL EVENT RULES AND REGULATIONS

I. CITY SPONSORED SPECIAL EVENTS

- 1.1 The purpose of City Sponsored Special Events is to provide the public with activities to attend within the community. Planning for each event takes place 3-6 months prior to the event. These rules and regulations pertain to non-City group participation and use of City equipment for and during City sponsored, co-sponsored, public, non-profit events.
- 1.2 Calendar of Events (dates and events are subject to change)
- | | |
|----------------------------------|------------------------|
| Earth Day Ceremony | April |
| Children's Memorial Day | April |
| Memorial Day Ceremony | May |
| Global Village | May (every other year) |
| Volunteer Recognition | <u>Summer</u> |
| 4 th of July Festival | July |
| Commissioner's Dinner | July |
| Patriot Day Ceremony | September |
| Harvest Festival | October |
| Veterans Day Ceremony | November |
| Tree Lighting Ceremony | December |
| Milk & Cookies with Santa | December |

II. PRIORITIES

- 2.1 City Sponsored Special Events will be reserved in accordance with the following group priorities, to provide for public activities in the best interest of the community:

- Priority I. City administered programs.
- Priority II. Programs or activities for Senior Citizens and approved co-sponsored groups which are principally composed of local residents (51% or more), private or public schools located in the Milpitas City the Milpitas Chamber of Commerce and governmental agencies.
- Priority III. Non-profit groups that are organized for recreational, social, cultural, religious or civic purposes and whose membership is principally composed of local residents (51% or more) or whose charter is based in Milpitas.
- Priority IV. Any other group, business or individual resident of the City of Milpitas.
- Priority V. Any non-resident group, business or individual.

III. ORGANIZATION/GROUP SEEKING PARTICIPATION

- 3.1 Any organization/group that would like to participate in any City sponsored Special Event must contact Milpitas Recreation Services at least 6 months prior to an event and submit a Special Events Application attached with a written request explaining in detail their participation in an event. There will be NO EXCEPTIONS to this rule due to the importance of the planning process.
- 3.2 Recreation Services must approve all requests to participate in a Special Event. A written response will be mailed to the address listed on the Special Event Application either approving or denying the organizations/groups involvement in a City sponsored Special Event, within fourteen (14) working days from receiving the initial request.
- 3.3 Once granted permission to participate in an event by Recreation Services, a special events contract will be drafted to ensure participation meets City standards. This contract must be reviewed and signed by the group representative and City Staff (City Attorney, City Manager and City Clerk) one (1) month prior to the event.
- 3.4 Special Event contract authorizes the terms for organizations/groups to conduct events only as described within the contract. It is unlawful for an organization/group to violate the terms and conditions of the contract.
- 3.5 Recreation Services reserves the right to refuse or deny a group's participation at any time, either prior or during an event.

IV. ORGANIZATION/GROUP PERMISSION TO PARTICIPATE

- 4.1 A pre-approved organization/group will have the opportunity to participate in a City sponsored Special Event in one of the following methods:
 - a. Resource table - Displaying pre-approved information at an event about the organizations/groups purpose and presence in Milpitas.
 - b. Vending booth - The sale of pre-approved merchandise and food or distributing items to the public. The sale of any tangible personal property or food requires permits. Milpitas Recreation Services will assist in obtaining permits such as Health Permit, Milpitas Business License, etc.
 - c. Speech Presentation - The speech must be no longer than five (5) minutes in length and must be appropriate for the event. A copy of the speech must be provided to the Recreation Services Management at least one (1) month prior to the event.
 - d. Parade – An entry in the Milpitas 4th of July Parade. All entries must complete a Special Events Application and/or a Parade Application in order to participate.
- 4.2 A sample of all items being distributed, sold, displayed and/or given to the public must be presented to Recreation Services Management for approval at least fourteen (14) working days prior to the event. Any items issued at an event without approval may result in automatic forfeit of participation in the event and/or any future City sponsored Special Events.

V. EQUIPMENT RENTAL

- 5.1 A Special Events Application must be completed and submitted to Recreation Services Customer Service staff to request the use of any City equipment and/or supplies at least two (2) months prior to the organizations/groups event.
- 5.2 A deposit is required for all rented equipment and is refundable upon the return of the equipment provided no damage has occurred to any of the items. Milpitas Recreation Services will review the request and upon approval or denial, a letter will be mailed to the address listed on the Special Event Application, which will include the necessary rental fee. All equipment availability is based on Milpitas Recreation Services events schedule. (See below for fee schedule)
- 5.3 Equipment Fee Schedule:

	<u>Fee</u>	<u>Deposit (refundable)</u>
*Mobile Stage	\$350/day (includes staffing & towing)	\$1,000/day
White Fencing	N/A	
PA System	N/A	
Field Lights	N/A	
Platforms	N/A	

Please Note:

The rental fee of equipment/supplies NOT listed is to the discretion of Recreation Services.

N/A = Not Available

**The Mobile Stage is not allowed outside Milpitas City limits.*